

Policies for On Campus and Online Hours

I. On campus (face to face), online/classroom (face to face portion), web enhanced courses

Faculty post **ONE** office hour for each class

II. Online (100% online) online partial (100% online with a campus component), online/classroom (online portion) courses

Faculty post **ONE** office hour each week when he/she is online and available by email

III. On campus, online/classroom, web enhanced, online, and online partial courses

Faculty spend TEN hours per week on campus for college responsibilities. These TEN hours needs to be present on the attached form

Note: Some courses are longer than 3 credit hours. If you teach a lab course or another type of course that lengthens beyond 3 credit hours reduce your normal on campus time

Example 1:

5 Classes x 3 contact hours = 15 hours

5 Office Hours

10 Campus Hours

Total = 30 hours

Example 2: VARIES

() Classes x () contact hours = 20

4 Office Hours

6 Campus Hours

Total = 30 hours

Please arrange your hours on the attached schedule. If you have a time that is not available, please make adjustments to the electronic spreadsheet. Weekend campus hours are permitted.

Turn office hours schedule in electronically to your Academic Dean and post office hours in a place visible to students.